NETS

NASA Environmental Tracking System

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Environmental Functional Management Guide

National Aeronautics and Space Administration

Glenn Research Center
Environmental Management Office
Cleveland, Ohio

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Environmental Functional Management Main Menu

The following update screens are available through the use of the Environmental Functional Management option. Click on the required updated document title to access the correct screen help.

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Permit Summary

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Release Summary

Click here for NETS Help or press [F1].

Environmental Staff

The civil servant and contractor work force performing on-site environmental management work.

Reporting Year

Contractor Yearly Cost ($)

Contractor Yearly Cost ($) Estimated

JE Civil Servant Recommended Number

JE Civil Servant Model Number

JE Contractor Recommended Number

JE Contractor Model Number

Environmental Staffing Notes

Click here for NETS Help or press [F1].

Contractor Yearly Cost ($)

The total annual expenditure in U.S. dollars ($) for on-site contractor environmental management support to the Center.

Contractor Yearly Cost ($) Estimated

An indicator that shows whether the Contractor Yearly Cost ($) is estimated or actual. A "check" indication means that the amount shown is estimated, not actual.

JE Civil Servant Recommended Number

The level of civil servant environmental management staffing in full-time equivalents (FTE) recommended for the site by the NASA Headquarters Environmental Management Division (Code JE).

JE Civil Servant Model Number

The estimated level of civil servant environmental management staffing measured in full-time equivalents (FTE) indicated for the site by the NASA Facility Environmental Staffing Model algorithm.

JE Contractor Recommended Number

The level of on-site contractor environmental management support measured in full-time equivalents (FTE) recommended for the site by the NASA Headquarters Environmental Management Division (Code JE).

JE Contractor Model Number

The estimated level of on-site contractor environmental management support measured in full-time equivalents (FTE) indicated for the site by the NASA Facility Environmental Staffing Model algorithm.

Environmental Staffing Notes

An optional explanation of changes in Environmental Staff Current Onboard and 12 Month projections and the differences between the 2 values.

Staff Classification

The major organizational categories of the site's environmental management staff.

Current Onboard

The current number of civil servant personnel and contractor full time equivalents (FTE) performing on-site environmental management work in each major organizational category.

12 Month Projections

The projected number of civil servant personnel and contractor full time equivalents (FTE) expected to be performing on-site environmental management work in each major organizational category within 12 months.

Low GS Grade

The General Service (GS) grade level of the most junior civil service employee performing on-site environmental management work in each major organizational category.

High GS Grade

The General Service (GS) grade level of the most senior civil service employee performing on-site environmental management work in each major organizational category.

Totals

The total count of civil servant personnel and contractor full time equivalents (FTE) in all major organizational categories combined. Totals are calculated by NETS for Current Onboard and 12 Month Projections.

Inspection Detail

An expression of faultfinding that results in the documentation of a non-compliance citation.

Reporting Year

Inspector Type

Inspection ID

Inspection Date

Inspector Organization

Inspection Description

Inspector Name

Inspector Address

Inspector City/State/Zip

Inspector Phone Number

Date/Site/User

Click here for NETS Help or press [F1].

Inspector Type

The regulator level that is the originator of the inspection.

Inspection ID

A unique identifier assigned to a complaint.

Inspection Date

The calendar date on which the inspection was initiated by the reporting site.

Inspector Organization

The designated name of the organization responsible for the inspection.

Inspection Description

A narrative description characterizing the details of the inspection.

Inspector Name

The full name of the person performing the inspection.

Inspector Address

The street and building number and office location of the designated inspector.

Inspector City/State/Zip

The name of the locality where the address can be found.

The two character code that identifies the state in which the City is found.

The postal zip code in which the address, city, and state are located.

Inspector Phone Number

The number of the primary telephone where the designated inspector can be contacted.

Inspection Summary

An official or formal examination of operations, procedures, processes and/or facilities to determine conformance to regulations, laws and/or permits.

Reporting Year

Federal Quantity

State Quantity

Local Quantity

Comments

Calculated from Inspection Detail

Date/Site/User

Click here for NETS Help or press [F1].

Federal Quantity

The counted number of times a representative of a federal organization conducts a compliance inspection during the report period.

State Quantity

The counted number of times a representative of a state organization conducts a compliance inspection during the report period.

Local Quantity

The counted number of times a representative of a local organization conducts a compliance inspection during the report period.

Comments

A narrative description characterizing the details of the inspection.

Calculated from Inspection Detail

The number of Federal, State and Local inspections occurring in the reporting year as calculated from quantities reported on the Inspection Detail Screen.

Non-Compliance Detail

Violation of laws, regulations or permit conditions generally accompanied by a written notification from a regulator, either as a result of an on-site inspection, or an administrative follow-up to a self-reported incident.

Reporting Year

Related Inspection

Inspection ID

Non-Compliance Item

Non-Compliance Description

Non-Compliance Type

Media Type

Issue Date

Fine ($)

Action Assigned To Name

Action Assigned To Phone Number

Action Assigned To Org Code

Compliance Amount ($) Estimated

Compliance Amount ($) Actual

Compliance Achievement Date Estimated

Compliance Achievement Date Actual

Related Incident

Related Incident Item

Date/Site/User

Click here for NETS Help or press [F1].

Related Inspection

If there was a related inspection for the non-compliance citation, select Yes from the drop-down menu. This will enable the Inspection ID field.

If there was not a related inspection for the non-compliance citation, select No from the drop-down menu. If no, this non-compliance resulted from a self-discovery.

Inspection ID

The related unique identifier assigned to a complaint.

Non-Compliance Item

The designated title of the non-compliance citation.

Non-Compliance Description

A summarized narrative specifying the issue, terms and conditions of the non-compliance citation.

Non-Compliance Type

The formal designation for the kind of non-compliance issued as a result of an inspection or self discovery.

Media Type

The designation for the intervening substance that is cited in the non-compliance citation.

Issue Date

The month, day and year that the non-compliance citation was documented.

Fine ($)

Any monetary penalty or assessment levied as a result of a non-compliance citation.

Action Assigned To Name

The full name of the person responsible for responding to and tracking the non-compliance citation to its final resolution.

Action Assigned To Phone Number

The telephone number of the person responsible for responding to and tracking the non-compliance citation to its final resolution.

Action Assigned To Org Code

The abbreviated designation for the name of the organization responsible for the resolution of the non-compliance citation.

Compliance Amount ($) Estimated

The approximated cost, expressed in US dollars, of all of the activities required to achieve compliance with the non-compliance citation.

Compliance Amount ($) Actual

The finalized total cost, expressed in US dollars, of all of the activities required to achieve compliance with the non-compliance citation.

Compliance Achievement Date Estimated

The approximate calendar date when the clean up activities are to be completed and the compliance determination has been documented.

Compliance Achievement Date Actual

The calendar date when the clean up activities are to be completed and the compliance determination has been documented.

Related Incident

If there was a related incident for the non-compliance citation, select Yes from the drop-down menu.

If there was not a related incident for the non-compliance citation, select No from the drop-down menu.

Related Incident Item

The incident that was reported for you site and reporting year in which there was an accidental release of the reportable quantity of chemical as it relates to the non-compliance citation.

Non-Compliance Summary

The periodic quantification of the types of environmental orders processed during the reporting period.

Reporting Year

Non-Compliance Type

Quantity Received

Quantity Resolved

Total Fine Amount

Quantity Resolved Within 30 Days

Non-Compliance Summary Description

Calculated from Non-Compliance Detail

Date/Site/User

Click here for NETS Help or press [F1].

Non-Compliance Type

The formal designation for the kind of non-compliance issued as a result of an inspection or self discovery.

Quantity Received

For a specific type of order, the counted number of those orders received by the site for the report period.

Quantity Resolved

For a specific type of order and the number of those orders that were received and reported for the report period, the counted number of orders that were resolved/closed.

Total Fine Amount

For a specific type of order, the total amount, expressed in U.S. dollars that were stated as fines for the received and reported orders.

Quantity Resolved Within 30 Days

For a specific type of order and the number of those orders that were received and reported for the report period, the counted number of orders that were resolved/closed within 30 calendar days.

Non-Compliance Summary Description

A summarized narrative specifying the issue, terms and conditions of the non-compliance citation.

Calculated from Non-Compliance Detail

The number of Non-Compliances of each type occurring in the reporting year as calculated from the quantities reported on the Non-Compliance Detail screen.

Release Detail

A reportable event.

Reporting Year

Release Date/Time

Released Material

Released Material Quantity

Unit of Measure

Release Location

Contact

Release Description

Response Action

Plans for Preventing Recurrence

Lessons Learned

Fine Amount ($)

Cleanup Amount ($)

Corrective Action Amount ($)

Reported To

Outside Intervention

Cleaned Up/Controlled within 24 Hours

Spill Area

Date/Site/User

Click here for NETS Help or press [F1].

Release Date/Time

Type in the date the incident occurred (use MM/DD/YYYY format). In addition, type in the time of the release. (use h:mm am/pm format).

Released Material

The formal title or designation assigned to the hazardous substance that was accidentally released or spilled.

Released Material Quantity

The quantity or the hazardous substance accidentally released or spilled.

Unit of Measure

The formal title for a specific unit of measure.

Release Location

The area/building where the release occurred.

Contact

The name of the person as the point of contact for information related to the reportable event.

Release Description

A narrative description characterizing the parameters of the event.

Response Action

A concise description of the steps taken to remedy the consequences of an accidental introduction of pollutants into the environment.

Plans for Preventing Recurrence

Describes corrective measures taken by those in charge of the area to see that the incident does not take place again.

Lessons Learned

Focuses on any mistakes that may have been made and is used to describe the proper actions that should have been taken.

Fine Amount ($)

If applicable, the sum of money, expressed in US dollars, imposed as a penalty consequence of the incident and restoration activities.

Cleanup Amount ($)

The total cost, expressed in US dollars, of all activities and labor required to restore the affected area to its pre-release state.

Corrective Action Amount ($)

The total cost, expressed in US dollars, of actions required to prevent similar releases from occurring (i.e. Plans for Preventing Recurrence).

Reported To

The agency to which the release was reported to.

Outside Intervention

A specification whether or not the incident required intervention from persons or organization outside the immediate release area or by other designated responders to an occurrence which results, or is likely to result, in an uncontrolled release of a hazardous substance.

Cleaned Up/Controlled within 24 Hours

A specification whether or not the incident was controlled or corrected within 24 hours of the recorded incident occurrence.

Spill Area

The type of location that was affected by the discharge. A number of options are provided by using the scroll bar. Choose all that apply:

Gravel or grass areas - Substations have gravel inside their fenced areas

Paved areas - Roads, parking lots

Sanitary sewers - Sewers that tie into waste water treatment plants

Storm sewers - Sewers that empty into Rocky River or one of its tributaries

Industrial Waste Sewer - Sewers lead to the ponds at the north end of the lab. (Note: these are not treatment system.)

Waterways - Rocky River or Abram Creek and its tributaries

Release Summary

Aggregated totals specifying quantities of releases.

Reporting Year

Click here for NETS Help or press [F1].

Total Number of Releases

The total counted number of releases during the specified reporting period.

Total Number of Releases Controlled within 24 Hours

The total counted number of releases identified for the reporting year that were controlled or cleaned up in 24 hours or less from the time of the release occurrence.

Total Fine Amount ($)

The total monetary value, expressed in whole U.S. dollars, of all the fines assessed for the reporting period as a result of the counted releases.

Total Number of Releases Calculated

The calculated total counted number of releases during the specified reporting period.

Total Number of Releases Controlled Calculated within 24 Hours

The calculated total counted number of releases identified for the reporting year that were controlled or cleaned up in 24 hours or less from the time of the release occurrence.

Total Fine Amount ($) Calculated

The calculated total monetary value, expressed in whole U.S. dollars, of all the fines assessed for the reporting period as a result of the counted releases.

Permit

A document or certificate from a regulatory body granting permission to operate within stated limits.

Reporting Year

Permit Name

Permit ID Code

Permit Type

Permit Media

Regulator Level

Application Fee ($)

Recurring Operating Fee ($)

Total Acquisition Cost ($)

Total Acquisition Cost ($) Estimated

Annual Maintenance Cost ($)

Annual Maintenance Cost ($) Estimated

Date/Site/User

Click here for NETS Help or press [F1].

Permit Name

The formal designation identifying the permit by title.

Permit ID Code

The abbreviation or number assigned to the permit by the regulatory body.

Permit Type

A designation for the general category and applicability of the permit.

Permit Media

The formal designation for the intervening substance that is permitted by the regulatory body.

Regulator Level

The formal designation for the hierarchical position of the regulatory organization that issued the permit.

Application Fee ($)

The one time charge, expressed in US dollars, specified by and remitted to the regulatory organization to initiate a permit.

Recurring Operating Fee ($)

The recurring charge, expressed in US dollars, specified by and remitted to the regulatory organization to ensure continuance of a permit.

Total Acquisition Cost ($)

The total calculated price of obtaining the permit, including labor and associated costs, but excluding the actual fee, which is reported separately.

Total Acquisition Cost ($) Estimated

An indicator that shows whether the Total Acquisition Cost ($) is estimated or actual. A "check" indication means that the amount shown is estimated, not actual.

Annual Maintenance Cost ($)

The annual cost for maintaining the permit, including labor and associated costs with periodic reporting or monitoring.

Annual Maintenance Cost ($) Estimated

An indicator that shows whether the Annual Maintenance Cost ($) is estimated or actual. A "check" indication means that the amount shown is estimated, not actual.

Permit Summary

A summary of documents or certificates from regulatory bodies granting permission to operate within stated limits.

Reporting Year

Permit Media

Application Fee ($)

Recurring Operating Fee ($)

Total Acquisition Cost ($)

Annual Maintenance Cost ($)

Regulator Level/Number

Calculated from Permit Detail

Date/Site/User

Click here for NETS Help or press [F1].

Permit Media

The formal designation for the intervening substance that is permitted by the regulatory body.

Application Fee ($)

The one time charge, expressed in US dollars, specified by and remitted to the regulatory organization to initiate a permit.

Recurring Operating Fee ($)

The recurring charge, expressed in US dollars, specified by and remitted to the regulatory organization to ensure continuance of a permit.

Total Acquisition Cost ($)

The total calculated price of obtaining the permit, including labor and associated costs, but excluding the actual fee, which is reported separately.

Annual Maintenance Cost ($)

The annual cost for maintaining the permit, including labor and associated costs with periodic reporting or monitoring.

Regulator Level/Number

The annual cost for maintaining the permit, including labor and associated costs with periodic reporting or monitoring.

Calculated from Permit Detail

The amounts are automatically calculated from the Permit Detail Screens.

Contents

The links below are a list of the individual headings for each button located on the NETS Main Menu screen. To access individual data collection screens and their resident fields, click on the appropriate Main Menu title. For help on using this Help system click on the NETS Help link at the bottom of this page.

Pollution Prevention

Recycling and Waste

Ozone Depleting Substances

Energy

Energy & Water Management Functional Reviews

Environmental Functional Management

Environmental Functional Review

Reporting

Change Password

Exit

Go to <u>H</u>elp on NETS Help or press [F1].

NETS

NASA Environmental Tracking System (NETS) is an automated application and database supporting:

- Mandatory Agency Environmental Reporting

- Agencywide Performance Metrics

- Functional Oversight

Center users will enter summary level data required by existing paper reports into the NETS database.

HQ JE users will use NETS to review center data and prepare consolidated agency reports.

Reporting Year

This is the **fiscal year** to which the reported information applies, not necessarily the year in which you are submitting the report. EPCRA and ODS are based on **calendar year** information.

The current Reporting Year will be automatically entered based on the selected reporting type. If needed, in most cases, you can change the data's current Reporting Year (YYYY format) to the specified year. The system will display an error screen if an invalid date is entered. Valid date ranges are the current reporting year or any subsequent year (within a ten year limit).

Click on OK to exit the error screen, and enter a valid Reporting Year.

Reporting Year for Running Reports

Several of the reports require that a **Baseline** reporting year be defined in addition to the Reporting Year.

The baseline year for Pollution Prevention is 1994.

The baseline year for Energy is as follows:

NMV and MV = 1985

EIF = 1990

The Baseline year will contain a default value that has been system defined. To *accept* the Baseline default click on OK when the Reporting Years window appears. To *change* the default values click on each field and select the needed year from the drop-down. Reports with existing data will be generated for the selected Reporting Year.

Date/Site/User

These are default fields based on the login information.

Date - This defaults to the date the original report was created (MM/DD/YYYY).

Site - The locations of the reporting information are abbreviated as follows:

- **ARC** - Ames Research Center
- **DFRC** - Dryden Flight Research Center
- **GRC** - Glenn Research Center
- **GSFC** - Goddard Space Flight Center
- **HQ** - Headquarters Code JE
- **JPL** - Jet Propulsion Laboratory
- **JSC** - Johnson Space Center
- **KSC** - Kennedy Space Center
- **LaRC** -Langley Research Center
- **MAF** - Michoud Assembly Facility
- **MSFC** - Marshall Space Flight Center
- **NIP** - NASA Industrial Plant
- **SSC** - Stennis Space Center
- **WFF** - Wallops Flight Facility
- **WSTF** - White Sands Test Facility

User - The identification of the person who is responsible for the integrity of the reported information. This is the name used to sign on to NETS.

NETS Help

General Information

The NETS Help function is designed to be a user tool for NETS operation. It is assumed that the user is proficient with Windows-based Help file systems and has completed NETS operation training.

Each of the available NETS Main Menu buttons and Update tabs are listed individually within the Help topics. These fields are also found by clicking on the Contents from the Index tab and selecting the required screen name, or by using the Find option. Each topic is broken down into screen specific reporting fields. General field areas are listed separately. If you are unsure of the tab heading you need, consult your supervisor.

Topics which contain the Outstanding documents selection are identified by the * (asterisk) symbol to the right of the tab name in the Help file.

Click on one of the following for further Help instructions:

- Screen Level Help

- Drop-down Menus

- Moving Around the Screens

- Printing Help

Note

Some screen specific field names are colored **blue** and are Optional Fields. All field names in **black** are required fields and must be completed before saving the record.

Change Password

Passwords are used as a means to control access to the NETS system and to track user data entry. *Do not give your password out to anyone!* If, for some reason, your password becomes unsecured, notify your supervisor and use the following information to change your password:

1. Click on the Password button and type in your current password (this is the password assigned to you by the DBA at Glenn Research Center).

2. **[Tab]** to the New Password field and type your new password (passwords must be at least 6 characters long and are to be typed in lower case only).

3. **[Tab]** to the Verify Password field and retype your new password *exactly* as you did in the New Password field.

4. Click on **OK** to accept the Password change, or **Cancel** if you decide not to change the password.

Remember : Passwords are case sensitive. Your password must be all lower case letters. It must be typed in as all lower case or the system will return an error message and will not allow you access.

If you forget your password, please contact the NETS Help Line at Glenn Research Center at (216) 977-1298.

Note

Some screen specific field names are colored **blue** and are Optional Fields. All field names in **black** are required fields and must be completed before saving the record.

Click here for NETS Help or press [F1].

Screen Level Help

Help is available for individual NETS update screens by doing one of the following:

- After entering the NETS system, select the required tab heading to access the correct update screen. Click on the question mark button at the top of the screen to access the related Help file;

    -Or-

- Press the **[F1]** key while you are on any screen to access the Contents for the Main Menu topic that is linked to the tabs;

    -Or-

- Click on Help on the menu bar. Select the Contents heading from the drop-down window. This will take you the Main Menu of the Help Topics where you can choose from the main report headings.

    -Or-

- Click on one of the topic headings listed below to take you directly to the topic's Main Menu.

    - Pollution Prevention

    - Recycling and Waste

    - Ozone Depleting Substances

    - Energy

    - Energy & Water Management Functional Reviews

    - Environmental Functional Management

    - Environmental Functional Review

    - Reporting

    - Change Password

    - Exit

Click here for NETS Help or press [F1].

Drop Down Menus

- If a screen field has drop-down menu selections there may be instances where the selection you need is not available in the current database. If this occurs, please contact the NETS Help Line at Glenn Research Center at (216) 977-1298 to have it added.

Click here for NETS Help or press [F1].

Printing Help

If you want to print a topic, click on the Print button at the top of the topic screen. To copy or print the information in a pop-up window, click the right mouse button while you are inside the window, then click on the Copy or Print Topic element when the drop-down window appears. Copied information can be pasted into a Word document or appropriate graphics editor to view or print.

Note

The Copy/Print function in the Pop-up window is not supported on the Mac version of this Help file. See Mac User Information for instructions.

Click here for NETS Help or press [F1].

Printing Screen Captures

To copy an image from a NETS update screen, hold down the 'Alt' key and press the 'Print Screen' key. Copied information can be pasted into a Word document or appropriate graphics editor to view or print.

Click here for NETS Help or press [F1].

Moving Around the Screens

To access a NETS update screen from the Main Menu, click on the appropriate update heading. This will take you to the tab section of the NETS application (for example: if you click on the Pollution Prevention button on the Main Menu screen you will access all P2 tabs). This allows you to select the required update screen by clicking on the appropriate tab heading with the mouse.

It is recommended that you use the mouse to move from one field to the next. This will alleviate any system-related problems that are innate with the use of the **[Tab]** key.

Click here for NETS Help or press [F1].

Pop-up window

This is an example of a pop-up window.

Note

The pop-up window Copy/Print function is not supported on the Mac version of this Help function.

To print the information contained in this window you must place the mouse pointer inside the box and press the right mouse button to access the Copy/Print selections.

Topic

A topic is a screen-resident field area exclusive to the tab heading. For example: The New Technology screen contains the *topic* Name; therefore, Name will be available within the associated tab Help file heading.

Mac User Information

The Mac version of this Help file does not support graphics or the Copy/Print function for pop-up windows.

- To Copy/Print the information contained in a pop-up window, you must first use the Help system's **Find** option. This will build a Help file based on *every* word/symbol contained in the Help files.

- Type the pop-up window name to access all of the topics that contain that information.

- Once you have accessed the field's information you can print it by selecting Print Topic from the File drop-down menu of your Mac's menu bar.

Note

Some screen specific field names are colored **blue** and are Optional Fields. All field names in **black** are required fields and must be completed before saving the record.

Click here for NETS Help or press [F1].

Outstanding documents

The reporting screen contains an Outstanding documents counter. This option allows the user to see which documents related to the specified tab have not been completed for the current reporting year. All documents must be completed for each reporting year.

Reporting

How to use the Reporting Function

To run reports for any of the NETS topics (with the exception of the Change Password selection which is independent of normal NETS operation and is a user-only function) click on the Reporting button on the Main Menu screen. The Reporting function includes, but is not limited to, Ozone Depleting Chemicals, Recycling and Waste, and Pollution Prevention information.

The NETS Reporting screen contains the Reporting Area, the Reporting Type, the Reporting Year, and the Section Codes check box. You can choose to view the report on-screen or print the report to your local printer. The report may also be saved to a specific file using the Save As options.

Note

Some screen specific field names are colored **blue** and are Optional Fields. All field names in **black** are required fields and must be completed before saving the record.

Click here for NETS Help or press [F1].

Viewing Reports

To view reports choose one of the titles from the Reporting Area and click once, the reporting types associated with the title will be listed in the box below the Reporting Area. Click on the Reporting Year field and type in the year for which the report is to be generated (or leave the field default), then click on the report type name.

The report screen can be enlarged or reduced in size for better on-screen viewing by using the enlarge/reduce buttons or by selecting Enlarge or Reduce from the View drop-down options on the menu bar.

If the Report consists of more than one page, use your Page Up/Down keys to move from one page to the next.

Return to Reporting Help

Click here for NETS Help or press [F1].

Section Codes

The Section Codes check box is available only within the Pollution Prevention and Energy Reporting areas.

Click on the check box to enable the P2 Reporting type section codes. The code numbers and letters are parallel to the NASA Pollution Prevention Annual Progress Report DRAFT 5/19/95.

Click on the check box to enable the Energy Reporting type section codes. The section code numbers and letters correspond to the various sections and appendices of the annual Center Energy Efficiency and Water Conservation Plans and Progress Assessments.

Printing Reports

To print a paper copy of the selected report use the following steps:

1. Choose one of the titles from the Reporting Area and click once.

    - The reporting types associated with the title will be listed in the box below the Reporting Area.

2. Click on the Reporting Year field and type in the year for which the report is to be generated or leave the default.

3. Click on the report type name, this will display the on-screen report.

    - The on-screen report will have Print and Cancel buttons at the bottom of the screen.

4. Several Print options are available. Any one of the following will access the *Datawindow Print Options* screen and print the on-screen report to your local printer:

- Click on the Print button at the bottom of the Report,

    Or

- Click on the Print icon at the top of the screen,

    Or

- Click on File and select Print from the drop-down menu window.

5. Format your print options and click on OK to send the report to your local printer.

Return to Reporting Help

Click here for NETS Help or press [F1].

Save As

You can save any Report using the Save As icon at the top of the Report screen or by selecting Save As from the File drop-down menu window.

Specific Reports can be saved to your hard drive or site network for later viewing. You can save any of the reports by selecting the desired report area and report type and generating (click on OK) the report to the on-screen format (Print Preview screen). Since only one report can be viewed at a time, the individual reports can be saved using a unique identifier (name) for later viewing or comparison. Use the following instructions to save your reports to file:

1. Select the needed Report Area by clicking on the appropriate title.

- Once a Report Area title is selected its associated Report(s) will be displayed.

2. Choose one report type from the Report(s) to be generated on-screen by clicking on the OK button.

3. Once the selected report is generated to the Print Preview window, click on the File drop-down window and select Save As from the menu.

4. The Save As window is displayed.

5. Select the file location where you want to save the file.

6. Type in a unique File Name and select the desired format type from the Save as type drop-down menu.

Click on Save (or Cancel to exit the Save As window without saving the file).

Return to Reporting Help

Click here for NETS Help or press [F1].

Reporting Area

The Reporting Area is a list of the NETS primary reporting data collection headings. Click on the required Report Area title to display the list of Report(s) that relate to the selected Reporting Area title.

- EFM

- EFR

- Energy Reporting

- Environmental Functional Management Reporting

- EWMFR

- Ozone Depleting Substances (ODS) Reporting

- Pollution Prevention Reporting

- Recycling and Waste Reporting

Select the desired report from the available list (see Reporting Help for further information).

Reporting Type

The Reporting Type area is a list of formal Report names related to the selected Reporting Area.

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